A Manual of Services Rendered

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Policies Established in Collaboration

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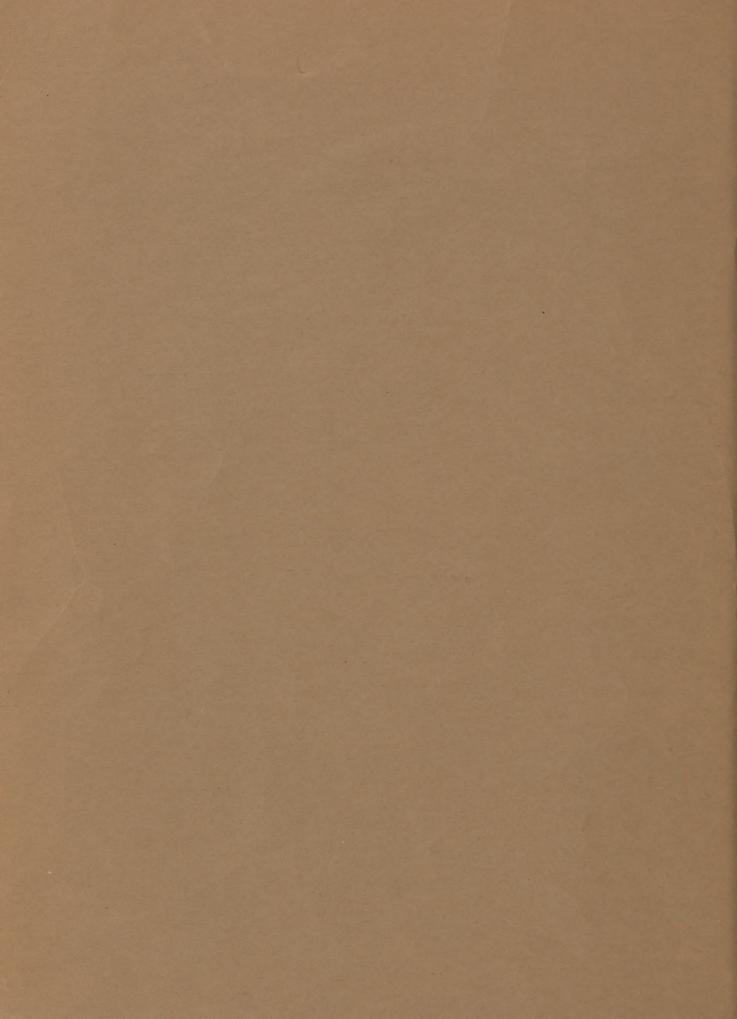
Other Divisions of the State Health Department





Division of Public Health Engineering

Georgia Department of Public Health



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INTRODUCTION

The purpose of this manual is to outline the administrative responsibilities, duties, and policies, also the professional and technical services of the Division of Public Health Engineering of the Georgia Department of Public Health. It is designed further for the purpose of outlining inter-divisional collaboration and coordination with other departmental divisions, to furnish information to new employees of the Department and to establish a clearer understanding between this division and other divisions with which it must necessarily collaborate in the general state health program. It is particularly commended to public health engineers and sanitarians in regions, counties, and districts so that they may be familiar with the services rendered and the policies employed. It may be of assistance in establishing a sanitation program in a local health organization. It may be revised, amended or changed in order to meet inauguration of additional services and changes in policies. Some services are necessarily rendered directly from the central office, while others are rendered through regional, county, and district offices with assistance from central office when needed.

> L. M. Clarkson, Director Public Health Engineering

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L. M. Clarkson, Director Pablic Health Engineering

PUBLIC HEALTH ENGINEERING

Administration and Coordination

This division of the Georgia Department of Public Health has the responsibility of planning and administration of the program of public health engineering, including the assignment of duties, reviewing all activities of the personnel and coordinating the program with other divisions of the department. It has the responsibility of maintaining cooperative relationship with the engineering profession and consulting engineers, all agencies, other departments of the state and federal government whose activities relate to sanitation through engineering for protection of the public health.

Public health engineering is a normal function of federal, state, district, county, and municipality. Public health engineering service is available to the public from the following organizations (a) central administration, Georgia Department of Public Health, Atlanta, and other field offices (b) regional engineers in each of the six regional offices located at Marietta, Gainesville, Swainsboro, Griffin, Waycross, and Albany (c) county public health engineers and sanitarians in organized county health departments (d) municipal sanitary engineers functioning in the larger city health departments. In counties without health departments, regional engineers render regular service.

Types of Services Rendered

Studies of needs for satisfactory development of water and sewerage facilities. Approval of engineering design and sanitary supervision of the operation of municipal, institutional, public and semi-public, recreational, and industrial water and sewage plants and systems.

Well and spring protection for homes, schools, local institutions and buildings, camps, parks and recreation centers. Collection of water samples for bacteriological analysis, physical improvements and sterilization of private and semi-public water supplies.

Sanitary excreta disposal at homes, schools, state and local institutions and buildings, camps (recreational, migratory, labor, and prison), parks and recreational centers.

Industrial waste collection, treatment and disposal, including canning, slaughtering, and other waste materials. Garbage and waste collections and disposal by incineration or other means.

Promotion of construction of sanitary swimming pools, studies of sources and quality of water, approval of plans and specifications for construction, supervision and advice on safe operations and bacteriological analyses.

Malaria surveys and plans for control through the mosquito vector, including drainage, semi-permanent and permanent ditch lining, fluctuation of pond and lake water levels and larviciding breeding areas.

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Malaria control operations conducted in extra-cantonment areas at all military, naval and war industrial plants through facilities made available by the U.S. Public Health Service in cooperation with military, naval, and maritime authorities.

Investigation of proposed impounded water projects, issuance of permits under state regulations for construction and maintenance and supervision of mosquito control methods.

Approval of subdivision sites for residential construction and provision for water and sewerage. Certification of such for approval for loans to the Federal Housing Administration, Farm Security Administration, and other federal agencies.

Field surveys, sanitary investigations and preparation of maps with reports and recommendations for malaria control and sanitary improvements for communities, small cities, and counties.

Food and restaurant sanitation problems in collaboration with the local city and county health departments and in cooperation with army, navy, and maritime authorities.

Certification of public water and milk supplies to the U.S. Public Health Service for use by public carriers in interstate passenger traffic.

Milk sanitation for municipalities and counties operating under standard approved milk ordinance. Regular field sanitary inspections of milksheds, dairies, pasteurization and other milk plants, rendering advisory service to the milk industry and to local health departments in problems of milk sanitation.

Shellfish sanitation, surveys, investigations and maps determining sanitary and insanitary areas for shellfish production, collection of samples of water and shellfish from producing areas, supervision of design, construction and operation of oyster shucking plants, retail and wholesale plants and certification of sanitary quality to the U.S. Public Health Service for interstate shipments.

Mattress sanitation, including field inspections of mattress manufacturing and renovating plants, sterilization of used materials, enforcement of state law requirements for manufacturing and renovating, labeling, and marketing.

Preparation of bulletins, and other literature for informing the public relative to all public health protection involving safe water, milk, food, protection against insects and general sanitation problems.

Maintaining membership with local and national committees, associations, and societies and serving on committees for sanitary research and investigations for exchange of modern scientific information.

Special Services From Central Office

In the introduction it is specifically stated "some services are rendered necessarily from the central office." This applies chiefly to

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Special Services From Central Office

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highly technical advisory and consultative service, to municipal officials and plant operators of municipal public utilities, such as municipal water purification plants, municipal sewage treatment plants and to a measure dairies and pasteurization plants.

For these more highly technical problems, specialized engineers operate from the central office, maintaining direct and very intimate relations with the municipal officials and plant operators. Monthly plant operating reports are received from plant operators. Technical advice is rendered from the central office by correspondence, telephone conversations and by personal visits. This intimate relationship between municipal officials and the central office has maintained confidence and efficiency.

Personnel from the local health departments may act as liaison in promoting the utilization of service from the central office and regular use of the water laboratory. Local officials should be encouraged to call on the central office whenever such special technical advisory service is needed. This service is always immediately available.

Other special services rendered from the central office are shell-fish sanitation and mattress sanitation. The local worker will become more familiar with public relations policies through contact and conference with the central office.

A special milk sanitation service is rendered from the central office and for further details of this service reference is made to "A Plan for Milk Sanitation to be Operated by the Georgia Department of Public Health" which is discussed further in this manual.

Plans and Specifications Approved at Central Office

In approval of plans and specifications for construction of sanitary public utilities such as apply to municipal or other public water supplies and sewerage, the engineers at the central office deal directly with the public or municipal officials and their consulting engineers. This includes written reports together with plans and specifications which must be approved before construction and then filed in the central office for future reference.

Plans and specifications for water and sewerage for schools are submitted to the central office by county or district engineers and sanitarians. For unorganized counties the same are submitted by the regional engineers. Approval is given at the central office before construction is started, after which the local engineer maintains contact as consultant. Copies of plans are filed in the central office.

The same procedure is followed in the case of dairy barns, milk houses, and pasteurization plants. The milk sanitarian at the central office serves as consultant in this respect.

Requests for permits for impoundments of water for malaria control under state regulations are likewise submitted. It is required that maps and plans shall be submitted and shall accompany the request. Field

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investigations are made previous to issuing of permits. Larviciding equipment and materials are also required under these regulations.

Plans and specifications for mattress manufacturing and sterilization under state law are submitted to the central offices for approval. The mattress sanitarian is consultant for this service.

Standard plans and specifications for minor construction, such as private water supplies, sanitary privies and septic tanks, drinking fountains for schools, screening and other minor structures, are prepared at the central office by leaflets, bulletins, etc., and are for general public distribution upon request. However, the public is always advised to consult the local health department for assistance. Such leaflets and bulletins are supplied in sufficient quantity to all regional, county, and district offices.

Operating Relations Between Division of Engineering and Division of Local Health Organizations

The Division of Local Health Organizations employs physicians and nurses, and also engineers and sanitarians for regional, district, and county service. These engineers and sanitarians are under administrative direction of Local Health Organizations. The Division of Engineering renders only a technical advisory and consultative service to this local personnel and maintains contact with the local health officer.

The Engineering Division is a source from which Local Health Organizations obtain qualified engineers and sanitarians. It is in closer touch with this profession and maintains a source of information of availability of applicants. It selects suitable men for intramural training made possible by training funds, or selects graduates satisfactorily qualified in public health engineering training.

After an applicant is selected and while in training, he is under the jurisdiction of the Director of Public Health Engineering until his training is completed. After he becomes qualified and has been nominated and accepted by the director of Local Health Organizations and locally assigned by him, he is under the jurisdiction of Local Health Organizations. He is then subject only to technical advisory and consultative service from the Division of Engineering.

This advisory and consultative service may include assistance in planning of the local sanitation program, with the approval of the local medical health director, and thereafter whatever technical assistance or advice the Engineering Division may render.

Milk Sanitation Program

By legislative statute the Georgia General Assembly has provided for milk sanitation under the State Department of Agriculture. Also by legislative statute it has provided in the Ellis Health Law that the county boards of health shall have authority over all matters pertaining to the public health, together with full authority to adopt and enforce rules and regulations for this purpose.

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For the purpose of operating this plan, a milk sanitarian is provided for in the Division of Public Health Engineering for promotion of milk sanitation in organized counties, for promoting the adoption of the U.S. Public Health Service Milk Ordinance and Code, and to serve as an advisor for interpretations and enforcing the provisions of this ordinance. The milk sanitarian at the central office imposes no legal authority over the enforcement of the milk ordinance. It is an ordinance adopted by local authorities vested with authority for enforcement. The ordinance states, "The term health officer shall mean the health authority of the city of "or his authorized representative".

The directors of Divisions of Local Health Organizations and Public Health Engineering collaborate in this service in following the provisions of the plan referred to above. Copies of this plan will be furnished upon request.

Early in 1945 a mobile milk laboratory was placed in operation. Its personnel comprises the State Health Department's milk sanitarian and a bacteriologist. It is equipped with all modern materials and equipment for milk testing. Field inspections are made of all dairies and milk plants. It makes provision for working the individual milk sheds where the standard milk ordinance is in effect under local health department supervision. Therefore, it is not yet operating on a state-wide basis because a successful milk sanitation program cannot be carried on successfully without technically trained milk inspection and ordinance operating personnel.

The service is both technical and educational. The objective is not only to improve the quality of the milk but to educate the dairy and plant operators in producing, handling and distributing a safe milk supply. Sanitation defects are pointed out to the operators; the various tests are explained. It is the policy, together with cooperation of the local health officer, to remain on the milk shed as long as it is necessary to bring the milk shed up to the highest attainment and then assist the health officer in announcing grades of milk. In this way the public may be homestly advised of the true milk quality and make its own decision in selecting sources of supply.

Public Health Engineering Laboratory

The Division of Laboratories is under a medical director operating the general hygienic laboratory. However, the Engineering Division maintains a separate laboratory for tests, analyses, or examinations of a physical, chemical, or bactericlogical nature necessary for water, sewage, shellfish, etc. This engineering laboratory is to a measure coordinated with the various local laboratories at public water plants. Its methods and procedures are identical and it serves as a source for comparative results, technical advice to plant operators, and maintenance of records. Service is available to all public water systems and also to private supplies when justified. Because of the Division's intimate knowledge of the local plants and operators and of each plant's design, this separate

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laboratory is very essential. This laboratory is also closely coordinated with an annual short school for water and sewage plant operators. Therefore, the personnel of the Engineering Laboratory is employed and supervised by the Engineering Division. Even though this separate operation is necessary, there must be a coordination between the two, such as in joint purchasing of equipment and supplies, and other problems involving usual laboratory operations.

Duties of a Local Engineer or Sanitarian

Space would not permit an outline of all of the duties of a worker in a local health department. Furthermore, to do so for him might destroy his initiative. He must establish his own program as far as possible. Suggestions here made may guide him until he can plan a better and more complete program.

The local public health engineer or sanitarian should first be familiar with the provisions of law relative to establishing his position and the authority given under such law. In Georgia he should be familiar with the Ellis Health Law. He should understand that in his county he has a board of health in addition to the department of health. He should be familiar with the authority of the board to adopt rules, regulations, and ordinances, and the relationship of both the board and the department to the county seat or other incorporated places within the county.

Under a heading in this manual, "Type of Services Rendered", there should be sufficient diversification of outline for initiation and planning a local sanitation program. A limited program can be initiated and it may be enlarged after more experience is acquired. Especial attention is called to "well and spring protection for homes, schools, local institutions and buildings, camps, parks and recreation centers, physical improvements to private and semi-public water supplies and sanitary excreta disposal at homes, schools, state and local institutions and buildings". Also, "field surveys, sanitary investigations and preparation of maps for sanitation and malaria control". As the program expands there will be greater opportunity for further coordination with the central office program and more assistance will be rendered him from that source.

Duties of the Regional Public Health Engineer

The regional public health engineer is responsible for rendering to unorganized counties assistance and advice similar to that rendered in an organized county by a public health engineer or sanitarian. He should serve in consultation and collaboration with the regional medical director. He should coordinate his activities with the entire regional staff and maintain satisfactory relationships with local public officials. He should provide the regional medical director with such reports and records as may be required and otherwise conform to the administrative program.

His assistance and advice should be available at all times to organized county and district medical, nursing, and sanitation personnel and he should render such service with the approval of the regional medical director, as prescribed under Regional Health Organization Plan.

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He should collaborate with the Division in engineering methods of malaria control, such as surveys, mapping, planning of drainage systems, and larviciding, and should investigate proposed impounded water projects and effect construction and maintenance conforming with state impounded water regulations.

He should be diligent in promotion and supervision of sanitation for schools, camps, parks, recreation centers, urban and rural communities, and also milk and food, housing developments, new residential construction, rodent control, insect control, and all other problems of sanitation which may affect the public health.

He should consult frequently with the Engineering Division relative to all public health engineering and sanitation problems in the region and coordinate the work with the activities of the Division.

Service of Regional Engineer to County or District Engineer

For guidance in policy relations between the regional and county or district engineer, reference is made to "Regional Health Organization Plan" adopted July 1, 1939. This should serve in establishing administrative policies between the county or district commissioners of health and the regional medical director and the engineers or sanitarians in both organizations.

Malaria Control

In the past twenty years the Engineering Division has conducted a program of malaria control by methods of field surveys and planned drainage systems, use of various larvicides by boat, automotive and hand equipment, and other methods. There is now in effect a program of this nature which is the largest ever undertaken. Control of impounded waters is very necessary, as outlined in the following paragraph.

In 1924, sanitary engineers with state health departments and hydroelectric engineers with assistance from the U.S. Public Health Service conferred for the purpose of providing plans and specifications for malaria control on impounded waters. This resulted in state boards of health adopting regulations over impounded waters, plans and specifications to be examined and approved by sanitary engineering divisions and permits granted. The Georgia State Board of Health adopted such regulations in 1925 and they have been enforced since that date.

The Engineering Office of the Federal Power Commission which licenses hydroelectric impoundments cooperated to the extent that power companies must conform to state health department regulations. The

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chief engineer of the Health and Safety Division of T.V.A. recognizes and conforms to Georgia specifications.

A more recent program has been established between the Engineering Division and federal interests in construction of fish ponds on private farms. These interests have given recognition to the need for malaria prevention and this should avoid conflict between fish propagation and malaria control.

The program of Malaria Control in War Areas supervised by the Engineering Division and in collaboration with the Public Health Service is yielding results in malaria prevention during the war period. This program has more recently been expanded to include spraying of houses with D.D.T. for mosquito control. Many counties are included in this service.

Surveying, Mapping, and General Drafting Service

The Division of Public Health Engineering maintains a field surveying and office drafting service. This service is available to all divisions of the department. It is primarily for the purpose of providing accurate and complete county maps for all local health departments and for maps of communities and small towns which have no such service locally available. These surveys and maps are designed to the extent of showing the locations of all private homes and by symbols indicating the existing sanitary conditions. Special maps are prepared for malaria control and other special maps which may be needed for any public health purpose. More recently, maps of all war areas in the state have been provided. A specimen of such map is attached at the end of this bulletin. Local public health engineers and sanitarians assist in this service. For the purpose of providing specifications and standards for these maps, reference is made to a bulletin entitled "Public Health Mapping Standards, Georgia Department of Public Health", AP-10603. Copies of this bulletin are furnished upon request. Other drawings, such as plans and profiles for malaria drainage, illustrations for bulletins, charts, etc., are also provided. This service keeps informed of modern progress in planometric mapping, photogrametric principles and maintains membership and contact with the National Society of Photogrammetry.

Division of Communicable Diseases

Since typhus control has been taken from the Division of Public Health Engineering and placed under the Division of Communicable Diseases, all requests have been referred to the typhus control engineer with that division.

In such matters as epidemiological investigations of sickness or of epidemics which may incriminate water, milk, or food, an engineer is available to collaborate in furnishing information or conducting studies and investigations in so far as these sources may be concerned. Under such circumstances, a written report of his findings are furnished the Director of Communicable Diseases or to the epidemiologist making such investigations. This applies particularly to water and milk borne epidemics.

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Division of Personnel Administration

In 1941 the Department inaugurated a merit system. This provided for a plan of selection, examination, and appointment in each division. The Engineering Division collaborated with the Division of Personnel Administration in finding and nominating a board of examiners and advisors as provided under this plan. It was necessary to go into other states for this purpose. Further assistance was rendered in the character of examinations and classification of positions. Further than this the finding, selection, and recommending of applicants has conformed to merit system rules and regulations. The two divisions are in constant conference in matters and problems pertaining to the objectives of the merit system.

Division of Tuberculosis Control

The Division of Public Health Engineering which renders a public service for water, sewerage, and milk sanitation makes these same services available to the State Tuberculosis Sanatorium at Alto. Much has been accomplished in improvement of the water supply, sewerage system, and the dairy and pasteurization plant.

Division of Public Health Nursing

In this field a public health nurse is intimately associated with the family and the home. The public health nurse is necessarily concerned with environmental sanitation. She has always at her command the advisory service of the Division of Public Health Engineering as well as that of regional, county, and district engineers and sanitarians. Leaflets, bulletins, and other educational literature on sanitation is available to her for general distribution. She has an excellent opportunity to expand the field sanitation service by talks to families and by promoting interest in such construction that will improve environmental sanitation.

Division of Maternal and Child Health

Under this division there was formerly a nutrition consultant. A considerable portion of the work of this nutrition consultant was in the schools and with the school age population.

The Engineering Division conducts an extensive school sanitation program and a food and milk sanitation program. Consequently, there is close relation with the Engineering Division, especially because of the school lunch and the school milk programs.

In the school lunch program a member of the Engineering Division serves on the "Sub-Committee of the Samitation of School Lunch Program". Designing of school lunch rooms and necessary samitary equipment where school lunches are served has been a collaborating engineering service.

In the School Milk Program, the Engineering Division serves in an advisory capacity relative to planning the program, sources of safe milk, and methods of obtaining and serving safe milk consistent with sanitation and health protection.

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Shellfish Sanitation

Two recently enacted laws by the General Assembly placing shellfish sanitation under the State Health Department necessitated rules and regulations to be adopted by the State Board of Health. These rules and regulations which have been adopted are similar to requirements of the United States Public Health Service for interstate shipment and sale of shellfish.

Section IV, paragraph (a), states "All applicants for employment shall be inspected to observe any evidence of active infection and questioned as to whether the applicant has previously suffered an attack of typhoid (or paratyphoid) fever", and further states "this examination should preferably be made by a physician", and further "in case of any individual giving a history, etc., bacteriological examination of stools and urine, in the laboratory of the State Department of Health or in such laboratory that department may designate and approve shall be required".

When the progress of this program necessitates this procedure, it is hoped that this may be accomplished by the cooperation of the local health commissioners in the coastal counties. It is also hoped that these local commissioners of health will cooperate in establishing or implementing existing ordinances for cities within their jurisdiction for prevention of "boot-legging" or "black-marketing" of shellfish not acceptable for local marketing under equivalent sanitary rules and regulations. Such a plan is now being effected between the Engineering Division and the local health commissioners.

The collaborating agencies in this program then will be the Georgia Department of Public Health, the Georgia Department of Game and Fish, the United States Public Health Service, Division of Local Health Organizations, and Division of Public Health Engineering. Counties involved are Chatham, Bryan, Liberty, McIntosh and Glynn.

Division of Industrial Hygiene

The practice of this division includes industrial hygiene and sanitation. The sanitation program is necessarily coordinated with the Engineering Division which exercises authority and control over industrial village water and sewerage facilities.

With the inception of the Division of Industrial Hygiene it was agreed because of the long established relationship between the industries and the Engineering Division and the familiarity with their problems that water and sewerage operations would remain with the Engineering Division. However, a policy has been established for consultation between the two divisions when conditions are found which indicate this necessity. The Engineering Division maintains plans and specifications for industrial properties which are available for study by the Division of Industrial Hygiene. The latter division refers matters relating to water and sewerage to the Engineering Division.

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Distribution of Bulletins and Other Literature

The Department has established a Division of Public Health Education from which a great deal of public health education is distributed by means of bulletins and pamphlets. A list and sample copies of the Engineering Division's bulletins are kept in the division. However, all bulletins, especially those of sanitation and engineering nature are not primarily of educational value. Many of these are primarily standard plans and specifications for the purpose of proper sanitary construction for those who desire such construction. The Engineering Division desires to have, if possible, either personal or written contact with one who desires sanitary construction. Also if possible we refer them to a field man who can render construction assistance. For these reasons this division prefers to fill orders for the type of bulletins for sanitation construction desired, and in carrying out this purpose, requests or orders are referred directly to the Division. We believe that there can be a great loss of purpose and expense in indiscriminately filling large orders for printing where it will not be used to the best advantage. These bulletins are also furnished the regional and county offices for distribution. It is believed that the local offices will also appreciate the value of this policy.

Below is a list of some of the most important bulletins available for public distribution. Other bulletins, leaflets, plans and specifications are available for special information when requested by health workers or the public.

Water

Story of Modern Water Supplies in Georgia Water Supplies for Suburban and Country Homes Essential Features in Design of Drinking Fountains Drinking Fountains (Outdoor type)

Sewerage

Septic Tank Systems for Suburban and Country Homes The Pit Privy This Sanitary Pit Privy (For posting in privies)

Milk

Milk from the Family Cow Milk-borne Diseases and Bacteria Count of Milk Mastitis in Dairy Herds Drink Health Safely

Miscellaneous

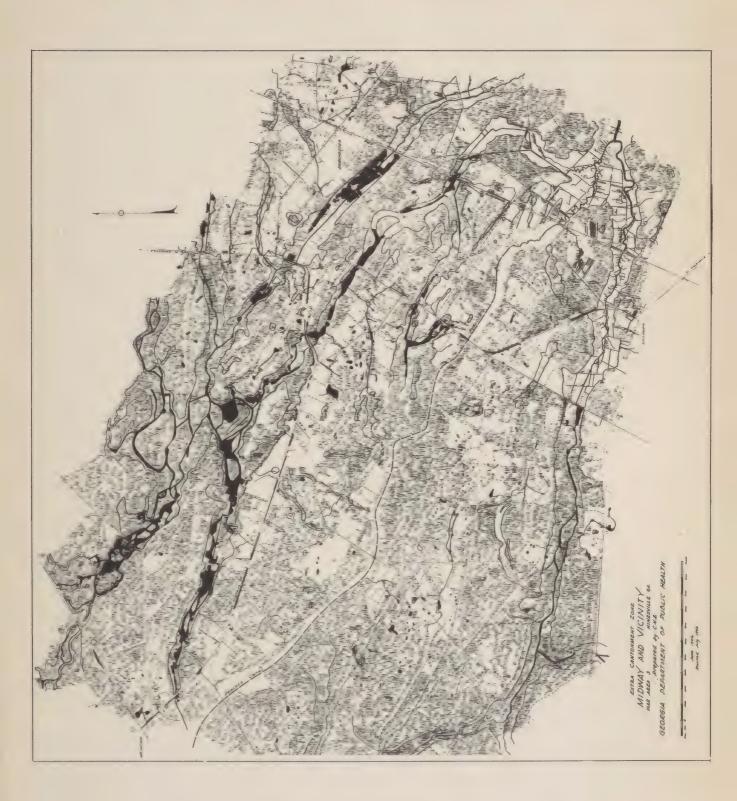
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